

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		24 SEPT 1985
1. DIRECTOR OF LOGISTICS	Initials	Date
2. DDA		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1. FOR APPROPRIATE ACTION.

NO/A  
FILE

REGISTRY

45-12

EXECUTIVE SECRETARIAT  
ROUTING SLIP

TO:	ACTION	INFO	DATE	INITIAL
1 DCI				
2 DDCI				
3 EXDIR		X		
4 D/ICS				
5 DDI				
6 DDA	X			
7 DDO				
8 DDS&T				
9 Chm/NIC				
10 GC				
11 IG				
12 Compt				
13 D/OLL				
14 D/PAO				
15 VC/NIC				
16 D/O/LOG		X		
17				
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19				
20				
21				
22				

SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg:

EO/DDA 7D18 HQS

Phone No.

5041-102

\* U.S.G.P.O. 1985 -421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.606

3637 (10-81)

Executive Secretary  
23 Sept 85

Date

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85-3577

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# Congress of the United States

## Joint Committee on Printing

THOMAS J. KLEIS, STAFF DIRECTOR  
 ANTHONY J. ZAGAMI, GENERAL COUNSEL  
 RICHARD OLESZEWSKI, DEPUTY STAFF DIRECTOR  
 FAYE M. PADGETT, ASSISTANT STAFF DIRECTOR

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 WASHINGTON, DC 20510  
 PHONE: 224-8241

DD/A REGISTRY

September 23, 1985

FILE: 45-12 TO: HEADS OF ALL FEDERAL DEPARTMENTS AND AGENCIES

DD/A Registry  
 85-3325

Owing to many changes in technology, the Joint Committee on Printing requires a broader perspective of agencies' printing and publishing activities in order to perform its oversight mission effectively. For that reason, I am requesting each department and agency to submit a comprehensive printing program plan to the Joint Committee on an annual basis. The plan should include the full range of printing and distribution activities anticipated for the 1987 fiscal year and projections for the two following years. Plans should be submitted no later than the date of submission to Congress of requests for authorization and appropriations. Your efforts in compiling this plan should result in improved management of individual department and agency programs.

Each submission should contain the following:

- A brief statement of the department's mission and the role that printing and distribution play in meeting that mission;
- A statement of the policies that are followed in fulfillment of printing and distribution requirements;
- A discussion of management strategies and tactical planning to be employed in fulfillment of specific goals;
- An assessment of prior years' performance and accomplishments in achieving the department's goals;
- Any other information considered necessary to provide a full understanding of the department's management and planning of printing and distribution activities;
- A description of the numbers and types of printing environments at specific locations, keyed to existing departmental organizations;
- The volume of production anticipated both in departmental printing environments and through the Government Printing Office;
- A listing of new equipment required to meet departmental needs with appropriate justification, including purpose, location and cost;

-- Plans for implementation of new processes and research and development projects that affect printing;

-- The number and types of Government publications to be published and the anticipated distribution methods to be used;

-- The number and titles of all Government publications, e.g., monographs and journals, for which the department intends to seek a private sector publisher;

-- The number of articles which the department intends to publish in privately published journals or compilations; including the names of the journals and compilations, the number of articles to be published in each, and the total dollar amount of page charges to be paid;

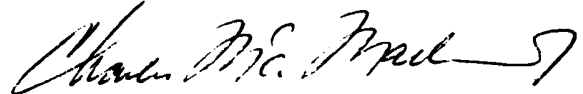
-- A description of all Government publication user fee programs; and

-- The procedures used to notify the Superintendent of Documents of intent to publish and the procedures used to provide all required copies of Government publications to the Superintendent of Documents.

Joint Committee staff will be available to work closely with your organization to assist in preparing the plan. Your cooperation in this matter will be greatly appreciated by the Joint Committee on Printing.

With best regards,

Sincerely,

A handwritten signature in dark ink, appearing to read "Charles McC. Mathias, Jr.", with a stylized flourish at the end.

Charles McC. Mathias, Jr.  
Chairman